



LOS ANGELES COUNTY COMMISSION ON DISABILITIES  
Appointing Procedures  
Access Services, Incorporated Board of Directors

**Selection Committee**

The representative of the Los Angeles County Commission on Disabilities ("Commission") to serve on the Board of Directors of Access Services Incorporated ("Access Services") shall be selected as follows:

A selection committee shall be appointed by the Chair of the Commission. The committee shall include representation from the following disability and community groups:

- Physical
- Developmental
- Hidden Disabilities
- Psychological
- Sensory
- Senior

The selection committee shall have a maximum of seven members, no more than four of whom can be members of the Commission.

**Qualifications**

The Commission sets the following as qualifications for potential candidates to serve as the Commission's representative on the Access Services' Board of Directors:

- A person with a disability or a rider of Access Services, Inc. or someone with more than three years direct experience working with a diversity of disabilities as listed above.
- Experienced in making public presentations
- Ability to develop written reports
- Ability to present monthly reports to the Commission
- Ability to present quarterly or as needed reports to the Commission's Executive Committee

- Ability to perform the duties of an Access Services, Inc. Board Member as listed in the Access Services, Inc. Bylaws which may include attending additional meetings and participating in activities not required or requested by the Commission
- Proven ability in constructive advocacy for the disability community
- Familiarity with parliamentary procedure
- Able to accurately articulate the views and opinions of the Commission

***A person is not qualified if he/she is a family member of an employee, contractor or member of the board of Access Services.***

### **Application Process**

All potential candidates must complete and submit the nomination application and submit the following mandatory information:

- Resume
- Two Letters of Recommendation (to be on qualifications and ability in advocacy)

**Applications are available in alternative formats upon request.**

### **Solicitation**

The Commission shall use its most updated and completed mailing list to announce the nomination process to solicit all potential candidates.

The Commission shall announce the open nomination process to the Member Organization's of Access Services Incorporated.

The announcement shall include the following:

- Commission's address
- Deadline for completion and submitting of application
- Time line of the process

**Announcements are available in alternative formats. The appropriate format will be mailed to any requestor.**

### **Interview**

The committee shall interview all qualified candidates upon completion of the following procedures:

- Interview is mandatory to be considered for the position
- Review of all applications and determine which candidates meet qualifications criteria.
- Interview qualified candidates (a numerical cap shall not be assessed and all qualified candidates will be interviewed)

### **Committee Action**

After completing the interview process, the committee shall present a recommendation to the Commission for approval one month prior to the date set for appointment.

### **Reporting of Commission's Appointment:**

The Commission shall send written notification of its appointment to Access Services and the Los Angeles County Board of Supervisors. The notification shall be sent via mail, e-mail, or fax.

### **Terms of Appointment**

The Commission's appointee shall serve for the term prescribed for members of the Board of Directors as stated in the Bylaws of Access Services or at the pleasure of the Commission. At any time, the Commission may, with or without cause, remove its appointee with 30 days written notice to the appointee.

### **Duties of the Appointee**

The Appointee shall perform the duties listed for members of the Board of Directors as stated in the Bylaws of Access Services (see attached). This may include attending additional meetings and participating in activities not required or requested by the Commission.

The Appointee shall communicate monthly with the Advisory Committee of Access Services and the full Commission, including the Transportation Committee and the Chair of the Committee.

The Appointee shall submit a verbal and written report each month to the Commission on the actions taken by Access Services.

The Appointee shall present a quarterly report or as needed verbal report to the Commission's Executive Committee that accurately reflects the activities and meeting agenda items.

The Appointee serves in a volunteer capacity in this position representing the Commission and will receive no compensation from the Commission.

The Appointee must accurately articulate the views and opinions of the Commission

### **Termination due to Resignation, Death or Removal**

The Appointee's position on the Board of Directors of Access Services shall become vacant upon his or her death, resignation, or removal by the Commission. Upon notice of a vacancy in the position of Appointee, the Commission shall select a date for an election for a new Appointee to serve the remainder of the term.

After notice of a vacancy, the Commission, during its next regularly scheduled and noticed meeting, shall select an Interim Appointee to serve on the Board. The selection of an Interim Appointee shall be by a majority of those members present or by recommendation of the Transportation Committee. The Interim Appointee shall serve until such time as the election is held for the position of the Appointee.

*Adopted:* June 18, 1997  
*Suggested Revisions:* November 14, 2011  
November 27, 2011  
March 29, 2012